



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #1.302 Mentoring Program

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): None Noted		Effective Date: August 31, 2015 Revision/Review History: 08/01/14 08/01/13
		Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy:		Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director		
8-19-15 Date		

REFERENCE

1. ATTACHMENTS

- A. WDOC Form #163.1, *WDOC Mentor Application*
- B. WDOC Form #163.2, *WDOC Mentee Application*
- C. WDOC Form #163.5, *WDOC Mentor Declaration of Support*
- D. WDOC Form #163.6, *WDOC Mentee Declaration of Support*

2. OTHER

- A. WDOC Mentoring Program Website (click to access)
<https://sites.google.com/a/wyo.gov/doc-mentoring/>



PURPOSE

- A. **WDOC Mentoring Program.** The purpose of this Policy and Procedure is to establish the guidelines for the Wyoming Department of Corrections (WDOC) Mentoring Program. The Mentoring Program provides a number of benefits to the WDOC, including the promotion of a positive work environment; increased employee job satisfaction and retention; improved individual decision-making skills; additional knowledge and skills to assist an employee in promotional opportunities; further development of leadership skills; and the creation of a positive support network.

II. POLICY

- A. **Mentoring Program.** It is the policy of the WDOC to provide a voluntary Mentoring Program for the benefit and development of Department employees. Program participants shall complete all four (4) phases of the program according to the twelve (12) month mentoring calendar.
1. The WDOC Mentoring Program shall be managed by the Mentoring Program Manager (MPM) who oversees the Mentoring Program Committee (MPC).
- B. **Mentoring Partnership.** It is the policy of the WDOC to provide staff with a formalized Mentoring Partnership environment that fosters personal and professional growth through the sharing of information, skills, attitudes and behaviors.

III. DEFINITIONS

- A. **Assistant Program Manager:** *(For this policy only.)* A staff member designated by the Mentoring Program Manager to serve as Vice-Chair of the Mentoring Program Committee and act in the absence of the Mentoring Program Manager.
- B. **Good Standing:** *(For this policy only.)* The staff member is not under investigation, has no pending disciplinary actions, has no pending criminal charges and is not on a work improvement plan.
- C. **Mentee:** An employee who has entered into the mentoring program and has established a formal relationship, including identified goals, with a mentor.
- D. **Mentee Candidate:** A Mentee applicant who is a full-time permanent WDOC employee in good standing.



- E. **Mentor:** A full-time employee who has received mentor orientation, and provides guidance and direction on setting and achieving agreed upon program goals with the mentee. The mentor can serve as a teacher, role model, supporter and coach for the mentee.
- F. **Mentor Candidate:** A Mentor applicant who is a full-time WDOC employee in good standing and possesses a minimum of two (2) years of WDOC work experience.
- G. **Mentoring Orientation:** The formal process provided by WDOC both mentors and mentees participate in at the beginning of the program to provide each with the necessary skills and information to fulfill their respective roles in the mentoring partnership.
- H. **Mentoring Partnership:** A process and relationship formally established between a mentor and mentee to enhance the mentee's and mentor's professional growth. This is established upon entering into a Mentoring Partnership Agreement.
- I. **Mentoring Program Committee:** A committee comprised of WDOC Staff Members who are responsible for the management of all aspects of the WDOC Mentoring Program.
- J. **Mentoring Program Manager:** A staff member designated by the Deputy Director who serves as the Chair and provides oversight of the Mentoring Program Committee.

IV. PROCEDURE

- A. **Mentoring Program Committee.** A Mentoring Program Committee shall be established to provide oversight of the WDOC Mentoring Program. Membership of the committee will be comprised of the following:
 - 1. WDOC Deputy Director. The Deputy Director has the following duties associated with the WDOC Mentoring Program:
 - i. Oversees and has authority of the program;
 - ii. Has final approval of all WDOC Mentoring Program materials;
 - iii. Designates the MPM and delegates duties to the MPM;
 - iv. Attends MPC Meetings; and



- v. Acts as or delegates the role of Master of Ceremonies for Kick-Off, Mid-point and Closing Ceremonies
- 2. Mentoring Program Manager. The Mentoring Program Manager has the following duties associated with the WDOC Mentoring Program:
 - i. Serves as chair of the MPC and answers to the Deputy Director;
 - ii. Assigns duties to an Assistant Mentoring Program Manager (APM);
 - iii. Facilitates all MPC Meetings;
 - iv. Maintains files for each Mentoring Partnership;
 - v. Addresses and reports concerns with a Mentoring Partnership with the goal of getting the Mentoring Partnership back on track or re-assign Mentors/Mentees if needed;
 - vi. Serves as a standing committee member;
 - vii. Responsible for the annual review of the program and serves as Policy Custodian for the WDOC Mentoring Program Policy and Procedure; and
 - viii. Prepares an annual Mentoring Program Report for the Deputy Director.
- 3. Assistant Mentoring Program Manager. The APM has the following duties associated with the WDOC Mentoring Program:
 - i. Serves as Vice-Chair of the MPC;
 - ii. Maintains records of all MPC activities;
 - iii. Completes duties assigned by the MPM;
 - iv. Acts in the absence of the MPM; and
 - v. Serves as a standing committee member unless another designation is made by the MPM.



4. Division Administrators (Field Services, Prisons, Central Services). The Division Administrators have the following duties associated with the WDOC Mentoring Program:
 - i. Designate each Division's representative to the MPC;
 - ii. Serve as standing committee members; and
 - iii. Attend MPC meetings.
5. Division Representatives. Field Services Division, Central Services Division and Prison Division Representatives have the following duties associated with the WDOC Mentoring Program:
 - i. Serve for a two (2) year period, may serve more than one (1) two (2) year term but shall not be consecutive terms; and
 - ii. Attend MPC meetings.
6. Other staff may be appointed to the MPC at the discretion of the Deputy Director and shall have duties as assigned by the Deputy Director or MPM.

B. Mentoring Program Committee Duties. The following are the duties of the MPC:

1. Designate an Assistant Program Manager (APM);
2. Review applications and make Mentor/Mentee selections;
3. Complete matching process for Mentoring Partnerships;
4. Monitor program and ongoing participant compliance;
5. Plan yearly Kick-Off, Midpoint and Closing Ceremonies;
6. Review Mentoring Policy and Procedure annually;
7. Provide support, encouragement and quality assurance of the Mentoring Program by meeting on a quarterly basis; and
8. Perform any duties as designated by the MPM.

C. Mentor Expectations For this program the employee must be a full-time employee and in good standing. Mentors must have a minimum of two (2)



years of work experience with the department. The WDOC Mentoring Program allows for either supervisors or peers to serve as Mentors.

1. Mentor responsibilities may include:
 - i. Advising the Mentee regarding work-related concerns and questions;
 - ii. Discussing areas which the Mentee may perceive as either an enhancement or hindrance to work performance;
 - iii. Offering objective and positive suggestions on professional demeanor and ethical standards;
 - iv. Relaying information which may help the Mentee in better understanding the work culture, values and organizational structure; and
 - v. Helping the Mentee understand promotional and career advancement options.
 2. Mentors are expected to serve as positive role models; demonstrate an interest in promoting the department's mission, vision and values; and serve as a resource to the Mentee.
 3. Mentors should be willing to assume and visibly demonstrate leadership; possess people-oriented skills; display a willingness to assume responsibility and accountability as a Mentor; and present a positive and professional demeanor.
 4. In addition to being in good standing, a Mentor shall have been free of any work-related disciplinary action for the preceding two (2) years.
 5. The Mentor may only have one (1) Mentee assigned at one time and the Mentee cannot be a direct report.
 6. The Mentor will be asked to make recommendations to the Mentoring Program Committee as part of the program evaluation as to how the program can improve its effectiveness.
- D. Mentee Expectations.** For this program the employee must be a permanent full-time employee and in good standing. Mentees shall meet the following expectations:



1. Consistent with this policy, all permanent employees are eligible to apply as Mentees.
2. Mentees are encouraged to assess their personal career needs and take responsibility for their professional growth and development. This requires establishing realistic and challenging career goals.
3. While participating in the mentoring program can add to an employee's career development, it does not result in any formal scored advantage when pursuing a promotion.
4. The Mentee will only have one (1) assigned Mentor at one time.
5. If the Mentee is selected and completes the program, an additional application to participate in the program as a Mentee again cannot be submitted for one (1) mentoring calendar year.
6. The Mentee must actively participate in the establishment of clear goals and objectives, along with the Mentor, once selected and assigned a Mentor.
7. The Mentee will be asked to make recommendations to the MPC as part of the program evaluation, as to how the program can improve its effectiveness.

E. WDOC Mentoring Program Application Process. The application process will be announced by the MPM prior to the onset of each Mentoring Program Class.

1. Mentor candidates shall submit the following forms to the MPM:
 - i. WDOC Form #163.1, *WDOC Mentor Application*; and,
 - ii. WDOC Form #163.5, *WDOC Mentor Declaration of Support (to be completed by the Mentor Candidate's supervisor)*.
2. Mentee candidates shall submit the following forms to the MPM:
 - i. WDOC Form #163.2, *WDOC Mentee Application*; and,
 - ii. WDOC Form #163.6, *WDOC Mentee Declaration of Support (to be completed by the Mentee Candidate's supervisor)*.

F. WDOC Mentoring Program



1. The WDOC Mentoring Program is a twelve (12) month program. A two day Mentoring Kick-Off for mentors and mentees will signify the beginning of the Mentoring Year.
2. Program participation each year shall be limited to fifteen (15) mentoring partnerships to include fifteen (15) mentors and fifteen (15) mentees, unless otherwise adjusted by the Mentoring Program Committee.
3. The Program consists of five (5) independent modules comprised of quarterly assignments and tasks specific to each module.
4. All Mentors/Mentees shall meet for a semi-annual Midpoint Meeting to provide feedback on the progress of the partnership and to participate in scheduled Mentoring related activities.
5. A Mentoring Closing Ceremony shall be held at the end of the Mentoring Calendar Year.
 - i. The Deputy Director or designee shall present certificates of completion to all participants along with a letter that shall be placed in the participants personnel file.
6. Participation in the Kick-Off, Midpoint and Closing Ceremony is mandatory by all Mentors/Mentees, unless otherwise approved by the Mentoring Program Committee.

G. Mentoring Partnership.

1. Participation in the WDOC Mentoring Program provides:
 - i. Mentors the opportunity to develop their own mentoring, coaching, leadership and advising skills; and
 - ii. Mentees the opportunity to take ownership of their growth and development while gaining insight into the organizational culture of the WDOC.
2. The Mentoring Partners shall refer to the WDOC Mentoring Program Website for program requirements.
3. The Mentoring Partners are encouraged to meet in person monthly. Staff shall be provided four (4) hours monthly to facilitate these meetings not including travel time. Two (2) additional hours shall be provided monthly for Mentoring Partners to work on the Mentee's development via phone, video conferencing, email or other electronic means.



4. Mentors and Mentees shall submit the Mentoring Quarterly Report to the MPM so that progress, quality, and any concerns with the partnership can be evaluated by the MPC.
5. In the event that a Mentor/Mentee is unable to complete the program, the MPC will convene to discuss the partnership and will determine what options there are to keep the remaining partner in the Mentoring Program; and,
6. Mentors and Mentees shall remain in good standing throughout the program year.

V. TRAINING POINTS

- A. What are some of the benefits of the WDOC Mentoring Program?
- B. How are Mentors and Mentees matched for a Mentoring Partnership?
- C. What are the requirements for completion of the Mentoring Program?
- D. How many hours are provided monthly for the Mentors and Mentees to meet?